

## **EDITED TASK LISTING**

### **CLASS: Correctional Business Manager II**

*NOTE: Each position within this classification may perform some or all of these tasks.*

1.	Plans, organizes, and directs staff engaged in various programs, i.e., Fire/Safety Services, sanitation, hazardous materials management, maintenance, operation, repair and construction of the physical plant, and Food Preparation and Service using effective management skills to achieve operational efficiency within the institution as appropriate.
2.	Develops or participates in the development of local policies and procedures relating to business services to ensure compliance and consistency with State and departmental policies, using various resources, i.e., established guidelines, laws and rules, as needed and/or upon request.
3.	Reviews all policies, procedures, rules and regulations involving the assigned business services functions, and makes the necessary changes as appropriate, to ensure effective program operation and compliance with established guidelines, as needed and/or upon request.
4.	Interprets and applies policies and procedures governing business services related issues using various resources, i.e., Departmental Operating Manual, Director's Rules, State Administrative Manual, California State Government Code and other administrative bulletins to ensure compliance with State and departmental policies, as needed.
5.	Directs the coordination with headquarters' departmental staff and representatives of other agencies on matters relating to physical plant projects using the appropriate tools, equipment, aids, or processes, as the work dictates to meet the needs of the overall Department's mission.
6.	Makes recommendations and/or operational decisions regarding business services issues that may also impact custody to ensure efficient business operations and maintain the safety and security of the institution using various resources, i.e., knowledge and working relationships with custody, as needed.
7.	Confers with staff in charge of the various business services programs on daily activities and advises them of, or on, operational problems relating to their area of responsibility to ensure efficient and effective operations utilizing various skills, i.e., management, communications, problem solving, and analytical skills, as needed.
8.	Investigates and responds to inmate appeals regarding business services functions to resolve issues, provide information, and make recommendations in compliance with laws, rules, regulations, policies, procedures, etc., as needed and/or upon request.
9.	Reviews staff responses to inmate appeals regarding business services functions to ensure compliance with laws, rules, regulations, policies, procedures, etc., as needed and/or upon request.

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<b>10.</b>	Serves as a member of the institution's top management team and participates in the decision-making process by providing input and recommendations (using their knowledge and expertise) affecting custodial as well as administrative operations, in order to produce sound decisions, as needed.
<b>11.</b>	Communicates in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.
<b>12.</b>	Meets and confers with the inmate advisory committees regarding services provided to resolve issues or provide information utilizing appropriate resources, as needed and/or requested.
<b>13.</b>	Directs staff and ad hoc task groups in reviewing the effectiveness of institutional policies and procedures, resolving operational problems, and recommending program/policy changes consistent with the review findings using various resources (i.e., knowledge, expertise, manuals, laws and rules) as needed and/or upon request.
<b>14.</b>	Represents the institution in meetings with headquarters, other State agencies, contractors, and other parties to obtain information and/or represent the interest of the institution utilizing interpersonal skills, professionalism, and knowledge, as needed and/or upon request.
<b>15.</b>	Prepares effective written communications for management and staff utilizing various resources, (i.e., software and dictionaries) as appropriate and/or upon request.
<b>16.</b>	Serves as Administrative Officer of the Day in the absence of the Warden on a rotating basis to oversee the institution's operations and ensure the institution's safety and security, using various resources (i.e., personal experience/knowledge and other management staff) during non-business hours.
<b>17.</b>	Acts in the absence of the Correctional Administrator to maintain the operation of the Business Services Division using various resources (i.e., personal experience/knowledge and other management staff).
<b>18.</b>	Directs the preparation of various fiscal and/or business management related reports to local administration, headquarters, and control agencies to provide information using supportive data (i.e. expertise and researched data), as needed and/or upon request.
<b>19.</b>	Supervises the preparation/administration of contracts, purchasing and control of inventory supplies and equipment required for maintaining and operating the institution on a daily basis using various resources (i.e., laws, rules, and regulations, reports and knowledge of institution's trends).

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<b>20.</b>	Reviews hiring requests and provides recommendations on appropriate staffing levels required to achieve the mandated level of salary savings and maintain a balanced budget using various resources (i.e., vacancy report, Permanent Intermittent Employee reports and salary savings report), as needed and/or upon request.
<b>21.</b>	In accordance with State Personnel Board Rules and Regulations, facilitates the hiring process by conducting interviews, evaluating and selecting candidates to fill identified vacant position(s), as needed and/or directed by management.
<b>22.</b>	Trains staff to improve their skills and knowledge, and improve their upper mobility utilizing various methods, (i.e., classroom, on the job, and mentoring) as required for the performance of their job.
<b>23.</b>	Educates staff on established guidelines as defined in State and Department policies in order to maintain a work environment free of discrimination and harassment, on an on-going basis.
<b>24.</b>	On an on-going basis, evaluates employee performance to ensure performance objectives/standards are met by monitoring work assignments and behaviors.
<b>25.</b>	Provides verbal and written feedback to employees regarding their performance, and assists the employee in preparing a plan for improvement and/or future development through the use of the IDPs and ROPs, as required by SPB.
<b>26.</b>	Initiates and/or participates in the Progressive Disciplinary process to correct/improve employee performance/behavior or address issues of substandard performance in accordance with State Personnel Board Rules and Regulations and departmental policy, as needed and/or upon request.
<b>27.</b>	Functions as a member of the Institution's safety committee to resolve health and safety issues using various resources (i.e., laws, rules, regulations, policies and procedures) as needed and/or upon request.
<b>28.</b>	On a daily basis, directs the building program for the institution (including the operation, maintenance, and repair or renovation of existing structures) to maintain the integrity of the physical plant utilizing various resources (i.e., maintenance staff, contracts).
<b>29.</b>	Directs staff in the development of proposals for maintenance equipment requests, major and minor capital outlay-BCP, department five-year plan on construction projects and special repair/maintenance projects using various resources (i.e., interpersonal and communication skills, policies and procedures) as needed and/or upon request.
<b>30.</b>	On a daily basis, oversees the fire prevention and hazardous materials management operations to ensure the protection of the institution and compliance with State and Federal mandates.

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<b>31.</b>	Directs staff in the development and maintenance of adequate safety programs (i.e., fire protection, hazardous materials reporting, abatement and removal, sanitation) to ensure a safe and secure environment for employees, inmates and the public using various resources (i.e., established guidelines, laws, rules and policies) as needed and/or upon request.
<b>32.</b>	As a member of the institutional management team, coordinates Business Services support in responding to any emergencies or other forms of disruptions (i.e., inmate disturbances, natural disasters) to ensure the safety and security of the institution, using various tools, equipment, aids and processes as needed.
<b>33.</b>	Oversees the selection, training and supervision of inmate workers assigned to business services functions, as well as related security practices, to provide an adequate workforce vital to the on-going operation of the institution as needed.
<b>34.</b>	Oversees the food services program of the institution, including nutritional planning, food ordering, food preparation and service, hygiene, and related security operations to ensure inmates are provided balanced meals within the budgetary limitations and in accordance with food regulations, health and safety rules, and Institution policies.